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ABSTRACT

Objectives of the second-year project described in this report were (1) to conduct a series of one-day workshops on job searching skills for at least 400 high school students and recent graduates; (2) to test interested students and match individual abilities and interests with available employment; (3) to contact at least 600 potential employers; (4) to involve the Bureau of Employment Security; (5) to fill at least 50% of the openings listed with the Center with participating students and graduates; and (6) to determine the feasibility of establishing satellite centers. Procedures for attaining these objectives are described, as well as results obtained, including results of a pilot study on satellite placement centers. Four major evaluations are presented: the job information workshops, the satellite pilot study, the Job Placement Center project overall, and a one-year followup re-evaluation of the project. Conclusions and recommendations are presented and include implementing the Job Placement Center program within the high schools of one or two interested school districts. The major portion of the report consists of appendixes--primarily the evaluation forms and responses for both the Job Placement Center and the pilot study. (Related document ED 137 582 presents the first-year report of the project.) (BL)

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ED159304

FINAL REPORT

Job Placement Center

Project No. 20-6806

(Cont. of 19-5805)

Karen Cava

Allegheny Intermediate Unit

Pittsburgh, Pennsylvania

June 30, 1977

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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INTRODUCTION

The Job Placement Center was originally funded in October, 1975, through the Pennsylvania Department of Education for the purpose of assimilating the School-Based Job Placement Model (1972) to meet the placement needs of the 46 suburban school districts in Allegheny County. This Model, developed by the Pennsylvania Research Coordinating Unit for Vocational Education, was initially implemented in three of the state's area vocational-technical schools. In the Model, job placement is seen as a cooperative effort between the school, the local Bureau of Employment Security, and industry to provide students with descriptive and economic information on occupations as well as with job searching skills. Further intents of the Model are to match the individual's qualifications and interests with specific job openings, and to provide follow-up and feedback on the student's perception of the job, and the employer's assessment of the employee's performance.

The Job Placement Center differed from the program described in the School-Based Job Placement Model in that the population it served was not limited to AVTS students. It was designed to assist public and non-public school students of Allegheny County, excluding those in the city of Pittsburgh schools, who were in grades nine through twelve and at least 16 years of age. The Center's services were also available to those graduates of the County's public and non-public high schools who have been out of school less than one year. The Allegheny Intermediate Unit-based Job Placement Center extended the Model to include students and recent graduates whose skills ranged from little specific ability to two years of specialized training.

In its second year of operation, the following were the objectives of the 1976-77 Job Placement Center project:

1. Given a series of one-day workshops on job searching skills to at least 400 students and recent graduates, 90% who attend will be familiar with the specific skills necessary in securing employment, as measured by project staff evaluation and participant evaluation.
2. Given individual testing to selected students and recent graduates, they will match their individual abilities and interests with the types of employment they hope to obtain through discussions with the counselor at the Job Placement Center.
3. The Job Placement Center staff will contact via mail and personal visits at least 600 potential employers to inform them of the Center's function and to develop lines of communication leading to identification of job openings.

4. The Bureau of Employment Security involvement will be maintained via use of suppressed microfiche and referral of students and recent graduates where applicable.
5. Fifty percent of the job openings found by the Job Placement Center staff will be filled by participating students and graduates.
6. Given programs in two selected school districts, administrators and project staff will determine the feasibility of establishing satellite centers based on the written evaluations of participants, counselors, administrators, and parents.

PROCEDURES

In September of the 1976-77 school year, informational brochures and posters, an explanation of the Job Placement Center program, and referral forms were mailed to counselors in the County's public and non-public high schools, inviting their students' and recent graduates' participation again in the second year of the project. Appendix A contains the concise explanation of the program.

From September 15, 1976, through June 30, 1977, twenty districts participated in the Job Placement Center. Of the 158 secondary students and recent graduates served during this interval, 126 were from public and 32 were from non-public schools (see Appendix B).

From the Center's inception in October, 1975, through June 30, 1977, thirty-five school districts have participated (see Appendix C). In addition, 10 non-public high schools have used the services of the Job Placement Center. During this period, a total of 362 students were referred to the program - 302 from public schools and 60 from non-public schools.

In its second year of operation, the Job Placement Center program had six objectives. A discussion of the degree to which each of those objectives was accomplished follows.

Objective 1 - Given a series of one-day workshops on job searching skills to at least 400 students and recent graduates, 90% who attend will be familiar with the specific skills necessary in securing employment, as measured by project staff evaluation and participant evaluation.

In the above mentioned workshops, participants discussed career goals and the value of work to them. They were instructed in the completion of employment applications, resumes, and cover letters, as well as in the reading and understanding of help-wanted ads. Job interviews were simulated through role-play situations, which were tape recorded and replayed for participants' review and comments.

One hundred fifty-eight high school students and recent graduates participated in 29 workshops. Twenty of the workshops were held at the Allegheny Intermediate Unit; the remaining 9 were given at the high schools in two districts, East Allegheny and Moon Area. Participants were asked to evaluate the workshop attended. Appendix D presents the results from each of the three sites. A compilation of the 3 sets of results indicates that 94.9% of those who completed the evaluation felt that the workshop attended gave them sufficient preparation for entering the world of work. The one activity of the workshop which appears to have been most helpful was tape recording and reviewing the role-play interview. In an overall evaluation of the workshops at the three sites, 98.6% indicated that the workshop attended was excellent or good. Although the projected number of students to be served was not reached, the services provided were rated highly.

Objective 2 - Given individual testing to selected students and recent graduates, they will match their individual abilities and interests with the type of employment they hope to obtain through discussions with the counselor at the Job Placement Center.

In the program's first year of operation, it became apparent that some students and recent graduates were not aware of their saleable skills or talents. In some instances, information about participants' abilities was not provided by the referring home school counselor. Also, at times the Job Placement Center staff questioned a participant's ability to perform a particular job. For these reasons, a testing component of the program was deemed necessary.

Basically the above mentioned situations still existed at the end of the Center's second year of operation. Even though quite a few of the students and recent graduates seen in the workshops demonstrated poor spelling, speaking, and mathematical skills, time constraints limited the amount of testing that was done. School districts were reluctant to release students for more than two appointments. Therefore, the General Aptitude Test Battery was administered to only 6 recent graduates and students who had withdrawn from school. Those participants used the results not so much as a basis for immediate employment, but more as a guide to future education.

Objective 3 - The Job Placement Center staff will contact via mail and personal visits at least 600 employers to inform them of the Center's function and to develop lines of communication leading to identification of job openings.

Objective 5 - Fifty percent of the job openings found by the Job Placement Center staff will be filled by participating students and graduates.

In the second year of operation, the Job Placement Center staff contacted 270 employers in Allegheny County, resulting in 37 job listings with the Center. This reflected an increase from 1975-76 when 415 employer contacts were made, resulting in 20 job listings. Seventy students or recent graduates were referred to the 37 positions and 12 were hired. This reflected an increase from 1975-76, when 31 participants were referred and seven were hired.

Accomplishing these two objectives was difficult because the staff of the Job Placement Center consisted of one full-time and one part-time person. In addition, some of the students and graduates referred to openings did not prove themselves ready to accept the responsibility of entering the work world. The program experienced many instances of participants not keeping interview appointments or presenting themselves at interviews in ways not conducive to being hired, such as being sloppily dressed or displaying an insolent attitude.

Objective (4) - The Bureau of Employment Security involvement will be maintained via use of suppressed microfiche and referral of students and recent graduates where applicable.

During the first funding year, a counselor from the Bureau of Employment Security was assigned to act as a liaison with the Job Placement Center, and to meet with secondary students and recent graduates on a weekly basis, instructing them in reading job listings printed on microfiche and directly referring them to job openings. After seven sessions the Bureau of Employment Security terminated its work with the Job Placement Center, citing as the reason an insufficient number of placements. The Bureau of Employment Security continued to supply suppressed microfiche to the Center for use by the secondary students and recent graduates. If a participant qualified for a position, it was his or her responsibility to visit the BES office in person to further explore the availability of the job. The Bureau of Employment Security would provide no information about the availability of a position to the Job Placement Center staff.

This latter practice carried over into the 1976-77 program. During their second appointment, participants in the Job Placement Center were able to explore job listings on the suppressed microfiche supplied by the Bureau of Employment Security. Although no specific records were kept on this point, based on verbal feedback it appears that job openings on the suppressed microfiche were filled by the time the program participant checked on them in person. In addition, it seems that the majority of students and graduates did not visit the BES office closest to their homes. Exploring the job listings on the microfiche, then, was used more to gain information on the kinds of jobs available in and around the County, rather than to secure an immediate position.

A few informal telephone contacts were made by a BES staff person with the Job Placement Center staff. In these contacts, verbal notification of job openings was given. Although the information was relayed to interested students and recent graduates, it appears that no participant was hired by the employers mentioned by the Bureau of Employment Security.

Objective 6 - Given programs in two selected school districts, administrators and project staff will determine the feasibility of establishing satellite centers based on the written evaluations of participants, counselors, administrators, and parents.

In mid-September, 1976, East Allegheny and Moon Area school districts were invited to participate in a pilot study to explore the possibility of taking some of the services of the Job Placement Center to districts in the outlying areas of Allegheny County. East Allegheny School District is located in the eastern area of the County. It encompasses North Versailles Township and East McKeesport, Wall, and Wilmerding Boroughs - a total enrollment of 3,479 students. Moon Area School District is located in the far western region of the County. It encompasses Moon and Crescent Townships - a total enrollment of 5,183 students.

Through meetings with the project staff, counselors, and administrators at each district, it was decided that 6 job information workshops, conducted by the project staff, would be held in the high schools by each district during the period from mid-October to the end of January. Counselors at each high school made referrals, and the beginning and ending times of the workshops were accommodated to the regular daily schedule at each school. Each district provided transportation to and from the Intermediate Unit for their participants' second appointments. Letters were distributed to the parents of students at each high school, describing the program and its operation (see Appendix E).

Because of weather conditions, 5 workshops were held at East Allegheny and 4 at Moon Area high schools from mid-October through mid-February. Forty-eight students and recent graduates were seen at East Allegheny; 31 high school seniors were seen at Moon Area high school.

During the study, job interviews were arranged by the Center's staff for 20 participants from East Allegheny and for 4 participants at Moon Area. Thirteen or 27.1% of the participants at East Allegheny and 16 or 51.6% of those at Moon Area were employed, either through their own or the Job Placement Center's efforts.

In March, 1977, introductory letters and questionnaires designed to evaluate the pilot study activities were sent to (1) the participants at each school; (2) a parent or guardian of those participants who had not graduated; and (3) employers who had listed positions with the Job Placement Center, to whom participants from the pilot study were referred (see Appendix F). The complete results of the evaluation questionnaires can be found in Appendix G. On the East Allegheny questionnaires the student response rate was 31.3% and the parent response rate 23.8%. Students at Moon Area responded with a rate of 46.7%. Two employers out of 9 returned responses to the questionnaire.

It can be seen in the student evaluation questionnaire results from both schools that the items pertaining to the contents of the job information workshop received more positive ratings than did those concerned with occupational information and job referral. The majority of participants and parents from both districts felt that the Job Placement Center program had been helpful. Students, parents, and employers combined indicated in a near 9 to 1 ratio that they felt a program like the Job Placement Center should be a part of the educational activities offered at the school.

In mid-April personnel from East Allegheny and Moon Area school districts, as well as from the Intermediate Unit, met to discuss the results of the pilot study. Administrators from both school districts expressed satisfaction with the Job Placement Center's efforts and results. Both districts indicated interest in participating as satellite placement centers, should the Job Placement Center program be refunded for the 1977-78 school year.

FINDINGS AND ANALYSIS

Four major evaluations were carried out in the 1976-77 Job Placement Center Project. Two have been discussed in the previous section - the evaluation of the job information workshops (Appendix D) and the pilot study evaluation (Appendix G).

The third major evaluation was conducted in June, 1977. At that time the in-Center participants, those who were not in the pilot study, were asked to evaluate the Job Placement Center project overall. Introductory letters and questionnaires were sent to those students and recent graduates, and to a parent or guardian of those participants who had not graduated. Counselors who referred the participants, as well as employers who listed positions with the Center were also asked to respond to evaluation questionnaires (see Appendix H). The response rate on the in-Center student evaluation was 39.7%, on the parent evaluation 37.9%, on the counselor evaluation 75.8%, and the employer evaluation 25.0%

The results of the in-Center evaluations can be found in Appendix I.

In the final evaluation, which was also conducted in June, those who were high school seniors, graduates, or who withdrew from school and participated in the Job Placement Center program during the first year of operation were asked to re-evaluate the project. The response rate for this follow-up evaluation was 41.2%. The results can be found in Appendix J.

It can be seen in the student evaluations, both pilot study and in-Center, that the job information workshops were rated very highly. Less positive were the responses regarding the opportunity for occupational information and actual placement assistance. Communication between the Job Placement Center staff and the participants received a low rating, as did the participants' use of the Bureau of Employment Security as a resource in the job search. It is interesting to note that the results of the one-year follow-up evaluation also follow this pattern.

Although the response from employees was small, their reactions to the Job Placement Center program were generally favorable. While the majority of the counselor responses indicated that the activities of the program were beneficial to their students, the feedback they received from the Center's staff was rated lower. Parents responding to the evaluation questionnaires, both pilot study and in-Center, found the program helpful to their sons or daughters.

The most significant finding of the student, parent, and employer evaluations, both pilot study and in-Center, was the reaction to the question "Do you think that a program like the Job Placement Center should be a part of the educational activities in your district's high school?" As mentioned in the previous section, students, parents, and employers in the pilot study responded positively, in a near 9 to 1 ratio. The reaction to this question from these same three groups of the in-Center evaluation was positive; 86.2% responded "yes".

CONCLUSIONS AND RECOMMENDATIONS

Although the evaluation findings represent survey data rather than true experimental research, several points can be made about the Job Placement Center program. It appears that the participants found the job information workshops very beneficial, especially the attention given to them by the Center's staff and the opportunity to simulate job interviews. Students, parents, and counselors indicated the need for, and appreciation of, job placement assistance.

The survey data also indicates several components of the program which were mediocre, among them job development and employer contact, follow-up and feedback to participants and counselors, and providing participants with occupational information. However, it is impossible to offer an effective comprehensive Job Placement Center program to all of the County's 46 school districts with a staff of one full-time and one part-time person. On this scale, each component requires its own individual full-time effort.

Therefore, it is felt that the Job Placement Center program should be implemented within the high schools of one or two interested school districts, which are willing to make a strong commitment to the project.

The reasons are as follows:

1. It has been previously mentioned that a lack of basic skills and sense of maturity on the parts of some participants have been observed by the counselors in the job information workshops. Location within the school could provide the opportunity to involve teachers in remedial programs and the project staff in developmental counseling.
2. Location within the high school will facilitate follow-up procedures. The program's current practice of follow-up by telephone proved to be time-consuming and often unreliable.
3. The project staff found greater reception to the Job Placement Center program by employers when it was mentioned that the program was working in conjunction with a specific school district. Employers seemed more receptive to programs serving students within the local community.

4. Surrounding school districts could participate in the program, resulting in cooperative efforts by a consortium of school districts to provide quality and economical job placement assistance to students.
5. If Job Placement in reality is an integral part of the educational process, the program should operate within the high school. In its function as a regional educational service agency, the Intermediate Unit should be an auxiliary rather than the main base of such a program. As such, resources in the Student Career Planning Center of the Allegheny Intermediate Unit can be utilized to enable participants to learn about their abilities and interests in relation to career development and job placement.

A Job Placement Center program operating within the high school would provide the necessary link from education to employment.

APPENDIX A

JOB PLACEMENT CENTER ALLEGHENY INTERMEDIATE UNIT

The Job Placement Center is designed to assist secondary students and recent graduates in securing part- and full-time employment. It is located in the Student Career Planning Center, and its services are free of charge.

A person may be referred who is:

- (1) in grades 9-12, and is at least sixteen years of age.
- (2) educationally disadvantaged or non-disadvantaged.
- (3) a public or non-public secondary school student in Allegheny County, but not in the city of Pittsburgh schools.
- (4) a high school graduate who has been out of school less than nine months and is experiencing difficulty in obtaining employment.

Our listing of jobs will come from two sources--the contacts of industry and small businesses made by the staff of the Job Placement Center, and the Bureau of Employment Security.

The procedure for taking part in the services of the Job Placement Center is as follows:

- (1) The student or recent graduate is referred by the home school or vocational counselor to the Center. In the case of a student still in high school, no referral will be accepted which does not contain a parent's or guardian's signature. When the referral is received at the Center, the student will be notified through his school counselor of the date of his appointment. The graduate will be notified directly by one of the Center's staff.
- (2) The student's or graduate's first appointment will be attending an all-day workshop dealing with job searching skills. The workshop will instruct the participants in the completion of employment applications, resumes, and cover letters. Job interviews will be discussed and simulated in role play situations. Workshops will be held on Tuesdays and Thursdays of each week. No more than ten participants will be present in one workshop. No attempt will be made to place a person in a job until he or she has attended the workshop.

- (3) On the following Wednesday, the student or graduate will return to the Center for a half-day session. At this time, the participant will be able to review job listings, explore occupational information, and/or be tested if necessary to determine ability for the particular type of employment being sought.
- (4) A written report will be sent to the home school counselor describing the student's or graduate's participation in the Center's activities and any employment leads that were given. The counselor will be notified by phone regarding the outcome of any job interviews, as well as the follow up on employment.

If you have questions that haven't been clarified in this explanation, please call Karen Cava at 321-5700, Ext. 220, or Kathy Pastorek, 321-5700, Ext. 221.

APPENDIX B

1976 - 77 SCHOOL DISTRICT PARTICIPATION

From September 15, 1976 through June 30, 1977, the Job Placement Center program served 158 high school students and recent graduates. Twenty (20) of the 46 school districts participated in the services. The breakdown according to district is as follows:

<u>District</u>	<u>Number Served</u>
Avonworth	1
Baldwin-Whitehall	2
Bethel Park	1
Carlynton	3
Clairton	2
East Allegheny	51
Hampton	1
McKeesport Area	3
Montour	2
Moon Area	31
Mt. Lebanon	1
North Allegheny	1
Northgate	2
Penn Hills	2
Shaler	10
Steel Valley	1
Swissvale	3
Upper St. Clair	1
West Mifflin	1
Wilkinsburg	7
Non-Public Schools	<u>32</u>
TOTAL	158

APPENDIX C

SCHOOL DISTRICT PARTICIPATION

October 1, 1975 through June 30, 1977

School District	1975-76	1976-77
1. Allegheny Valley		
2. Avonworth	X	X
3. Babcock	X	
4. Baldwin-Whitehall	X	X
5. Bethel Park	X	X
6. Brentwood	X	
7. Carlynton		X
8. Chartiers Valley	X	
9. Churchill		
10. Clairton		X
11. Cornell	X	
12. Deer Lakes		
13. Duquesne	X	
14. East Allegheny	X	X
15. Edgewood		
16. Elizabeth Forward	X	
17. Fox Chapel	X	
18. Gateway		
19. General Braddock	X	
20. Hampton	X	X
21. Highlands	X	
22. Keystone Oaks	X	
23. McKeesport Area		X

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School District	1975-76	1976-77
24. Montcur	X	X
25. Moon Area		X
26. Mt. Lebanon	X	X
27. North Allegheny	X	X
28. North Hills	X	
29. Northgate	X	X
30. Penn Hills		X
31. Plum Borough		
32. Quaker Valley		
33. Riverview	X	
34. Shaler	X	X
35. South Allegheny	X	
36. South Fayette		
37. South Park	X	
38. Steel Valley		X
39. Sto-Rox		
40. Swissvale	X	X
41. Turtle Creek	X	
42. Upper St. Clair		X
43. West Allegheny		
44. West Jefferson Hills		
45. West Mifflin		X
46. Wilkinsburg	X	X

X Denotes participation

APPENDIX D

IN-CENTER WORKSHOP EVALUATION RESULTS
EAST ALLEGHENY WORKSHOP EVALUATION RESULTS
MOON AREA WORKSHOP EVALUATION RESULTS

Workshop Evaluation - Allegheny Intermediate Unit

Total Sample - 70

1. Was this job placement workshop presented in an interesting manner?

Yes	69 responses	98.6%
No	1 response	1.4%

If yes, what was interesting about it?

Explained everything about job hunting

16 responses

the movies and filmstrips

12 responses

learned new things about job interviews

9 responses

tape recording the role-play interview

5 responses

learned things I didn't know

6 responses

learning how to fill out applications properly

5 responses

presented informally and in a pleasant manner

5 responses

leaders were kind and made you feel like you were welcome

5 responses

the information and advice

2 responses

group discussions

2 responses

leaders kept you awake and wanting to listen and learn

2 responses

small group made it comfortable
up-to-date material
different activities
free to ask questions you wanted to
everyone cooperated
it followed a step-by-step procedure
pointed out everyday matters that are easily overlooked
finding out what kind of interests everyone had
gave me confidence in myself
made me think about myself
learning how to write a resume
gave me a chance to see what an interview would be like

2. Do you think the job placement workshop has given you sufficient preparation for entering the world of work?

Yes	67 responses	95.7%
No	3 responses	4.3%

If yes, how did it prepare you?

showed me what to wear and how to act in an interview

43 responses

by filling out practice applications

13 responses

told me what to expect when looking for a job

12 responses

by giving tips on how to hold a job

5 responses

by finding out things I didn't know

4 responses

by learning about a resume

2 responses

made me a little more confident

2 responses

by showing situations in the movies

by letting me know what kind of jobs are open

made me more aware of myself

told me how I could help myself get a job

gave me some good tips and ideas

by listening to others

by learning how to read the help-wanted ads

3. What part of the workshop did you find most helpful?

tape recording the role-play interview

46 responses

filling out the application

12 responses

filmstrips and movies

7 responses

learning how to write a resume

6 responses

all of it

6 responses

learning how to write a cover letter

2 responses

the information

finding out what everyone was interested in

learning the help-wanted ads

discussing the filmstrips

any questions raised were answered in a detailed manner

group discussions

discussing the filmstrips

4. What suggestions can you make that would improve workshops in the future?

None

62 responses

88.6%

have more information about certain careers

2 responses

give more information

should fill out more applications for practice

have an interview with someone you don't know

make the on-the-spot interviews a little tougher

leaders should learn audio-visual skills

have a nice person in charge and you pay more attention

5. Overall evaluation of the workshop?

Excellent	35 responses	50.0%
Good	35 responses	50.0%
Fair	0 responses	0.0%
Poor	0 responses	0.0%

WORKSHOP EVALUATION - EAST ALLEGHENY

Total Sample - 39

1. Was this job placement workshop presented in an interesting manner?

Yes 38 responses - 97.4%

No 1 response - 2.6%

If yes, what was interesting about it?

tape recording practice interviews
12 responses

learning how to find a job
8 responses

filling out practice applications
3 responses

being able to be yourself and say what you feel
3 responses

learning about myself
2 responses

all of it
2 responses

finding out what jobs require
2 responses

learning the purpose and how to write a resume

it was presented in a real-life situation

finding out more about jobs I'm interested in

learning about other people

presented in a comfortable manner

the material in the folder

2. Do you think the job placement workshop has given you sufficient preparation for entering the world of work?

Yes 37 responses - 94.9%

No 2 responses - 5.1%

If yes, how did it prepare you?

learning how to conduct myself on an interview
14 responses

learning how to fill out applications
10 responses

learning how to write a resume
5 responses

finding how to look for a job
3 responses

what to look for in a job
2 responses

it answered all my questions
2 responses

finding out what an employer looks for
2 responses

gained more confidence
2 responses

not to be afraid to talk

gave me a better attitude toward work

by seeing some of my mistakes in previous job interviews

3. What part of the workshop did you find most helpful?

tape recording the practice interview
25 responses

filling out practice applications
10 responses

all of it
4 responses

learning how to write a resume
3 responses

the way to go about getting a job

talking about myself

movies

4. What suggestions can you make that would improve workshops in the future?

None

34 responses

make it less formal

if people don't care to talk, don't force them

provide more knowledge of different jobs

have different people doing the interviews

show the movies during the first half

do the practice interview without other people in the room

5. Overall evaluation of the workshop?

Excellent 19 responses - 48.7%

Good 18 responses - 46.2%

Fair 2 responses - 5.1%

Poor 0 responses - 0.0%

WORKSHOP EVALUATION - MOON

Total Sample - 29

1. Was this job placement workshop presented in an interesting manner?

Yes 28 responses - 96.6%

No 1 response - 3.4%

If yes, what was interesting about it?

learned what I need to know about finding a job.
3 responses

tape recording practice interviews.
6 responses

movies
4 responses

friendly atmosphere
4 responses

being able to talk freely
3 responses

learning more about what an employer expects from those looking for jobs.
2 responses

filling out practice applications
2 responses

going over the want ads

being able to ask all the questions I wanted.

leaders seemed willing to help students

the discussions

the second half

2. Do you think the job placement workshop has given you sufficient preparation for entering the world of work?

Yes 27 responses - 93.1%

No 2 responses - 6.9%

If yes, how did it prepare you?

tape recording practice interviews
6 responses

filling out practice applications
6 responses

learning how to write a resume
6 responses

gave me an idea of how to look for a job
6 responses

gave an idea of what employers look for
3 responses

answered questions that I had
2 responses

gave me more confidence

helped me decide what I am interested in

helped me look forward to going to work again

3. What part of the workshop did you find most helpful?

tape recording practice interviews

17 responses

all of it

6 responses

learning how to write a resume

5 responses

learning how to write cover letters

2 responses

the movies

2 responses

filling out practice applications

2 responses

being made to think about goals

explanations of everything

4. What suggestions can you make that would improve workshops in the future?

none

20 responses

have more time allotted to workshop

3 responses

try to make the practice interviews more true to life

2 responses

require everyone to write a resume

get more people into it

go over the resume more

have more chairs

5. Overall evaluation of the workshop?

Excellent 18 responses - 62.1%

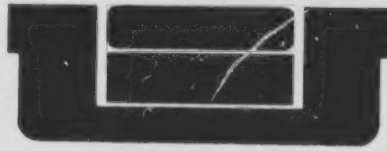
Good 11 responses - 37.9%

Fair 0 responses - 0.0%

Poor 0 responses - 0.0%

APPENDIX E

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear Parent or Guardian:

Through a joint effort on the parts of East Allegheny School District and the Allegheny Intermediate Unit, high school students and recent high school graduates of East Allegheny are now able to take advantage of the Job Placement Center program. This program is a federally funded service of the Intermediate Unit, and is located in the Student Career Planning Center of the Intermediate Unit, at Two Allegheny Center.

The Job Placement Center is designed to assist secondary students and recent graduates in securing part-and full-time employment. The services of the Center are available to a person who is:

1. in grades 9 through 12, and is at least sixteen years of age.
2. a public or non-public secondary school student in Allegheny County, but not in the city of Pittsburgh schools.
3. a high school graduate who has been out of school less than nine months and is experiencing difficulty in obtaining employment.

Although the services of the Job Placement Center are available to ninth and tenth grade students, the program encourages participation by older students. In the past, the program has found that employers are much more likely to hire a person who is a junior or senior in high school. Employers seem to feel that these students accept the responsibility of work more readily than younger students. The Job Placement Center program expects that all participants are serious about finding and holding a job, and are willing to put a great deal of their own effort into securing employment.

The program focuses on two aspects of employment - job readiness and actual job placement. Job readiness is the theme of a student's or recent graduate's first appointment with the Job Placement Center staff. This appointment is an all-day workshop, held at East Allegheny High School and led by Karen Cava, who is the project director of the Job Placement Center program, and Kathy Pastorek, the guidance intern in the program. The workshop instructs the participants in the completion of employment applications, resumes, and cover letters. In addition, job interviews are discussed. Participants role-play an "interview" which is tape recorded and re-played for their review and comments.

On the Wednesday following their attendance at the workshop, the student or graduate will come to the Job Placement Center office at the Allegheny Intermediate Unit. Ed Janero, who is one of the coordinators of the school district's participation in the program, will arrange transportation and accompany the group. During this half-day session, the participants will be able to review job listings, explore occupational information, and/or be tested if necessary to determine ability for the particular type of employment being sought.

The listing of jobs comes from two sources - the contacts of industry and small businesses made by the staff of the Job Placement Center, and the Bureau of Employment Security. Although no program or agency can guarantee job placement, the Job Placement Center project is valuable, as it prepares high school students and recent graduates for entering the work world, and attempts to secure job openings for participants. If your child is interested in these services, he or she may contact Mr. Janero in the Guidance Department at the high school, or Dr. Phillips in the Central Office, for further information.

Sincerely,

Karen Cava

Karen Cava, Project Director
Job Placement Center

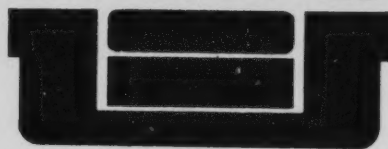
KC/cj

APPENDIX F

PILOT STUDY EVALUATION FORMS

STUDENT INTRODUCTORY LETTER
STUDENT EVALUATION QUESTIONNAIRE
PARENT INTRODUCTORY LETTER
PARENT EVALUATION QUESTIONNAIRE
EMPLOYER INTRODUCTORY LETTER
EMPLOYER EVALUATION QUESTIONNAIRE

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center - Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

March 7, 1977

Dear

Thank you for participating in the Job Placement Center program at High School. We hope that you've found the program helpful to you.

In order to begin deciding whether the Job Placement Center program should be continued at your school, we would like to know how you felt about the services you received from our program.

Enclosed is a questionnaire we would like you to look over, think about, and then fill out to return to us. We have provided a stamped, self-addressed envelope for you to use in mailing this back to us. Since it is very important to hear from you, would you please mail the completed questionnaire back to us by March 18, 1977?

We are keeping your cards on file until the Job Placement Center finds you a job, or you obtain employment through your own efforts. Don't forget - keep in touch and let us know how you're doing.

Sincerely,

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 1

We are asking each secondary student or recent graduate of _____ High School who participated in the Job Placement Center program at the school to rate the services that were received. We would appreciate your honest reactions as to how helpful the Job Placement Center has been to you.

First, please mark your answers to the following two statements:

1. When I participated in the Job Placement Center program, I was _____ a high school student, _____ a high school graduate.
2. I wanted the Job Placement Center to help me find _____ a part-time job, _____ a full-time job.

Now, rate the Job Placement Center on each of the following services. To answer, first read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
1. Gave you an opportunity to learn more about yourself and your career goals.	5	4	3	2	1
2. Gave you thorough instruction in completing employment applications.	5	4	3	2	1
3. Gave you thorough instruction in writing a resume and cover letter.	5	4	3	2	1
4. Gave you thorough instruction in reading and understanding help-wanted ads.	5	4	3	2	1
5. Gave you instruction about how to go to a job interview.	5	4	3	2	1
6. Gave you the opportunity to practice being at a job interview.	5	4	3	2	1
7. Gave you the opportunity to discuss how to keep a job.	5	4	3	2	1
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	5	4	3	2	1
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	5	4	3	2	1

(OVER)

	Excellent		Fair		Poor
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	5	4	3	2	1
11. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
12. Gave you information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1
13. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	5	4	3	2	1
14. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "YES" or "NO".

15. After learning how to use the services of the Bureau of Employment Security, have you visited the BES office closest to your home to look through the job listings?
Yes _____ No _____
16. Has the Job Placement Center referred you to any job openings? Yes _____ No _____
17. Have you gotten a job through your own efforts? Yes _____ No _____
18. Has the Job Placement Center staff kept in touch with you to check any progress you have made in finding a job? Yes _____ No _____
19. Have you contacted the Job Placement Center staff to notify them of your progress in finding a job? Yes _____ No _____
20. Do you think the Job Placement Center program has been helpful to you?
Yes _____ No _____
21. Would you recommend the Job Placement Center program to your friends?
Yes _____ No _____

22. Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school? Yes ____ No ____
23. What suggestions or changes would you have for such a program?

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

March 7, 1977

Dear

During the first semester of this school year, your child participated in the Job Placement Center program at _____ High School, which was sponsored jointly by the Allegheny Intermediate Unit and the school district. This program is designed to prepare high school students and recent graduates for the work world, and to assist them in obtaining employment.

We are asking you to evaluate the services received from the Job Placement Center by completing the enclosed questionnaire. The results will help us to determine if the program should be continued at _____ and how it could be improved. Your child will also be asked to evaluate the program, so you might want to discuss this with him or her.

Please return the completed questionnaire to the Job Placement Center no later than March 18, 1977. A stamped, self-addressed envelope has been provided for your convenience.

Thank you for giving your time to this evaluation.

Sincerely,

A handwritten signature in cursive script, reading 'Karen Cava'.

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 2

We are asking the parents or guardians of each student of _____ High School who participated in the Job Placement Center program at the school to rate the services that were received. We would appreciate your honest reactions as to how helpful the Job Placement Center has been to your son or daughter.

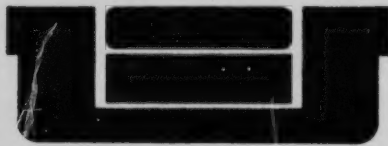
Please answer each of the following questions by checking "YES" or "NO".

1. Did your son/daughter talk with you about his/her experience with the Job Placement Center program offered at the high school? Yes _____ No _____
2. Do you think your son/daughter found the job placement workshop informative and helpful? Yes _____ No _____
3. Do you think that job placement assistance should include not only helping students find jobs, but also giving them information about occupations? Yes _____ No _____
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions? Yes _____ No _____
5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements? Yes _____ No _____
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information? Yes _____ No _____
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs? Yes _____ No _____
8. After learning how to use the services of the Bureau of Employment Security, has your son/daughter visited the BES office closest to home to look through job listings? Yes _____ No _____
9. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment? Yes _____ No _____
10. Has your son/daughter made a continued effort to find a job on his/her own? Yes _____ No _____
11. Do you think that the Job Placement Center program has been helpful to your son/daughter? Yes _____ No _____

(OVER)

12. Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school? Yes ____ No ____
13. What suggestions or changes would you have for such a program?

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center - Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

March 7, 1977

Dear

During the past few months, you were contacted by one of the staff of the Job Placement Center who explained the program and inquired about possible employment openings for high school students and recent high school graduates. Since you listed an employment opening with the Job Placement Center, we are asking you to evaluate the services you received via the enclosed questionnaire. Please return it to the Job Placement Center no later than March 18, 1977. A stamped, self-addressed envelope has been enclosed for your convenience.

I would like to take this opportunity to thank you not only for giving your time to this evaluation, but also for your attention when the staff member visited you. It is my hope that you will continue to list with the Job Placement Center employment openings for which a high school student or recent high school graduate can qualify.

Again, many thanks.

Sincerely,

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 3

We are asking employers who have listed openings with the Job Placement Center program to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center met your employment needs.

Please rate the Job Placement Center program on each of the following services. Please read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
	5	4	3	2	1
1. In contacting you about possible job openings, provided you with a sufficient and clear understanding of the purpose of the Job Placement Center program.	5	4	3	2	1
2. Provided you with a brochure that sufficiently explained the purpose and operation of the Job Placement Center program.	5	4	3	2	1
3. Referred to you a sufficient number of students or graduates that there was a variety of applicants from which to select an employee.	5	4	3	2	1

Please rate how important a part of a job placement program you think each of the following statements should be.

	Very Important			Not Important	
	5	4	3	2	1
4. Providing students with descriptive information about occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
5. Providing students with information on occupational requirements, such as: personal requirements such as interests, aptitudes and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1
6. Providing students with economic information about occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information about earnings; information about fringe benefits; and other economic information.	5	4	3	2	1

- | | Very Important | | | Not Important | |
|---|----------------|---|---|---------------|---|
| | 5 | 4 | 3 | 2 | 1 |
| 7. Providing students with information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs. | | | | | |

Please answer each of the following questions by checking "YES" or "NO".

8. Did you hire a student or graduate referred to you through the Job Placement Center?
Yes _____ No _____
9. If yes, answer the next two questions:
- Have you been satisfied with that employee's performance? Yes _____ No _____
- Has the Job Placement Center been in touch with you about the quality of that employee's performance? Yes _____ No _____
11. Would you list subsequent job openings with the Job Placement Center? Yes _____
No _____
12. Would you recommend the Job Placement Center to other employees as a service to fill employment needs? Yes _____ No _____
13. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in high school? Yes _____ No _____
14. What suggestions or changes would you have for such a program?

APPENDIX G

PILOT STUDY EVALUATION RESULTS

STUDENT RESULTS - EAST ALLEGHENY
STUDENT RESULTS - MOON AREA
PARENT RESULTS - EAST ALLEGHENY
PARENT RESULTS - MOON AREA
EMPLOYER RESULTS

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

STUDENT - EAST ALLEGHENY

TOTAL SAMPLE: 15	TOTAL N OF RESPONSES	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
1. Gave you an opportunity to learn more about yourself and your career goals.	15	4	26.7	6	40.0	5	33.3	0	0.0	0	0.0
2. Gave you thorough instruction in completing employment applications.	15	9	60.0	6	40.0	0	0.0	0	0.0	0	0.0
3. Gave you thorough instruction in writing a resume and cover letter.	15	7	46.7	4	26.7	2	13.3	2	13.3	0	0.0
4. Gave you thorough instruction in reading and understanding help-wanted ads.	15	6	40.0	5	33.3	4	26.7	0	0.0	0	0.0
5. Gave you instruction about how to go to a job interview.	15	12	80.0	3	20.0	0	0.0	0	0.0	0	0.0
6. Gave you the opportunity to practice being at a job interview.	15	11	73.3	3	20.0	1	6.7	0	0.0	0	0.0
7. Gave you the opportunity to discuss how to keep a job.	14	4	28.6	5	35.7	4	28.6	1	7.1	0	0.0
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	15	5	33.3	9	60.0	1	7.2	0	0.0	0	0.0
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	15	6	40.0	7	46.7	2	13.3	0	0.0	0	0.0
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	14	5	35.7	6	42.9	3	21.4	0	0.0	0	0.0

TOTAL SAMPLE: 15	TOTAL N OF RESPONSES	EXCELLENT 5	4	FAIR 3	2	POOR 1
		N %	N %	N %	N %	N %
11. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	14	1 7.1	4 28.6	4 28.6	5 35.7	0 0.0
12. Gave you information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	14	3 21.4	4 28.6	3 21.4	3 21.4	1 7.1
13. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	14	1 7.1	3 21.4	6 42.9	3 21.4	1 7.1
14. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	14	1 7.1	2 14.3	7 50.0	3 21.4	1 7.1

High school students 13
 High school graduates 2
 Part-time jobs 13
 Full-time jobs 3
 Number sent out 48
 Number returned 15
 Rate of response 31.3%

TOTAL SAMPLE: 15		TOTAL N OF RESPONSES	YES		NO	
			N	%	N	%
15.	After learning how to use the services of the Bureau of Employment Security, have you visited the BES office closest to your home to look through the job listings?	14	4	28.6	10	71.4
16.	Has the Job Placement Center referred you to any openings?	14	7	50.0	7	50.0
17.	Have you gotten a job through your own efforts?	14	4	28.6	10	71.4
18.	Has the Job Placement Center staff kept in touch with you to check any progress you have made in finding a job?	14	2	14.3	12	85.7
19.	Have you contacted the Job Placement Center staff to notify them of your progress in finding a job?	14	1	7.1	13	92.9
20.	Do you think the Job Placement Center program has been helpful to you?	14	13	92.9	1	7.1
21.	Would you recommend the Job Placement Center program to your friends?	14	13	92.9	1	7.1
22.	Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school?	14	12	85.7	2	14.3
23.	What suggestions or changes would you have for such a program? -Job Placement Center should make it clear you are not promising a job. Information given was helpful, but I haven't been successful in finding a job. -study on the first group that went through Job Placement because they have so many people going and can't find all of them jobs. -good the way it is. -go deeper into fields of work and less on things that most people know, like filling out applications. Most younger people don't know exactly what kinds of job they really want and they need help in finding out. -should have a class in school of this program to help 11th and 12th graders find jobs and about jobs. It should give a good outline of different jobs and skills for the job and should last a school year.	7				

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

STUDENT - MOON

TOTAL SAMPLE: 0	TOTAL N OF RESPONSES	EXCELLENT 5	4	FAIR 3	2	POOR 1
		N %	N %	N %	N %	N %
1. Gave you an opportunity to learn more about yourself and your career goals.	9	1 11.1	6 66.7	2 22.2	0 0.0	0 0.0
2. Gave you thorough instruction in completing employment applications.	9	7 77.8	0 0.0	2 22.2	0 0.0	0 0.0
3. Gave you thorough instruction in writing a resume.	9	3 33.3	4 44.5	2 22.2	0 0.0	0 0.0
4. Gave you thorough instruction in reading and understanding help-wanted ads.	9	6 66.7	3 33.3	0 0.0	0 0.0	0 0.0
5. Gave you instruction about how to go to a job interview.	9	7 77.8	2 22.2	0 0.0	0 0.0	0 0.0
6. Gave you the opportunity to practice being at a job interview.	9	6 66.7	2 22.2	1 11.1	0 0.0	0 0.0
7. Gave you the opportunity to discuss how to keep a job.	9	1 11.1	3 33.3	4 44.5	0 0.0	1 11.1
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	9	5 55.5	3 33.3	0 0.0	0 0.0	1 11.1
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	9	6 66.7	1 11.1	1 11.1	1 11.1	0 0.0
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	8	3 37.5	3 37.5	2 25.0	0 0.0	0 0.0

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

STUDENT - HCCN

TOTAL SAMPLE: 0	TOTAL N OF RESPONSES	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
1. Gave you an opportunity to learn more about yourself and your career goals.	9	1	11.1	6	66.7	2	22.2	0	0.0	0	0.0
2. Gave you thorough instruction in completing employment applications.	9	7	77.8	0	0.0	2	22.2	0	0.0	0	0.0
3. Gave you thorough instruction in writing a resume.	9	3	33.3	4	44.5	2	22.2	0	0.0	0	0.0
4. Gave you thorough instruction in reading and understanding help-wanted ads.	9	6	66.7	3	33.3	0	0.0	0	0.0	0	0.0
5. Gave you instruction about how to go to a job interview.	9	7	77.8	2	22.2	0	0.0	0	0.0	0	0.0
6. Gave you the opportunity to practice being at a job interview.	9	6	66.7	2	22.2	1	11.1	0	0.0	0	0.0
7. Gave you the opportunity to discuss how to keep a job.	9	1	11.1	3	33.3	4	44.5	0	0.0	1	11.1
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	9	5	55.5	3	33.3	0	0.0	0	0.0	1	11.1
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	9	6	66.7	1	11.1	1	11.1	1	11.1	0	0.0
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	8	3	37.5	3	37.5	2	25.0	0	0.0	0	0.0

TOTAL SAMPLE: 0	TOTAL N OF RESPONSES	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
11. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	8	0	0.0	5	62.5	2	25.0	1	12.5	0	0.0
12. Gave you information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	8	2	25.0	3	37.5	0	0.0	3	37.5	0	0.0
13. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	8	0	0.0	3	37.5	3	37.5	2	25.0	0	0.0
14. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	8	1	12.5	2	25.0	4	50.0	1	12.5	0	0.0

High school students 9
 High school graduates 0
 Part-time jobs 8
 Full-time jobs 3
 Number sent out 31
 Number returned 9
 Rate of response 29.0%

TOTAL SAMPLE: 0	TOTAL N OF RESPONSES	YES		NO	
		N	%	N	%
15. After learning how to use the services of the Bureau of Employment Security, have you visited the BES office closest to your home to look through the job listings?	8	3	37.5	5	62.5
16. Has the Job Placement Center referred you to any openings?	8	4	50.0	4	50.0
17. Have you gotten a job through your own efforts?	8	4	50.0	4	50.0
18. Has the Job Placement Center staff kept in touch with you to check any progress you have made in finding a job?	8	3	37.5	5	62.5
19. Have you contacted the Job Placement Center staff to notify them of your progress in finding a job?	8	2	25.0	6	75.0
20. Do you think the Job Placement Center program has been helpful to you?	8	8	100.0	0	0.0
21. Would you recommend the Job Placement Center program to your friends?	8	8	100.0	0	0.0
22. Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school?	9	9	100.0	0	0.0
23. What suggestions or changes would you have for such a program? -more time was needed to look through materials describing jobs, working conditions, salary, demand, etc. I could have spent all day looking through the materials. -go over resumes more. -have the school let the student come back for more information. -was good. Can't see what you would change. -more time at the workshop with more things to check into besides the microfiche. -more careful screening of employers. take a little more time or a few more days instead of rushing it into 2 days.	7				

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

PARENT - EAST ALLEGHENY

TOTAL SAMPLE: 10	TOTAL N OF RESPONSES	YES		NO	
		N	%	N	%
1. Did your son/daughter talk with you about his/her experience with the Job Placement Center program-offered at the high school?	10	10	100.0	0	0.0
2. Do you think your son/daughter found the job placement workshop informative and helpful?	10	9	90.0	1	10.0
3. Do you think that job placement assistance should include not only helping students find jobs, but also giving them information about occupations?	10	10	100.0	0	0.0
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions?	9	4	44.4	5	55.6
5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements?	9	6	66.7	3	33.3
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information?	9	4	44.4	5	55.6
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs?	9	6	66.7	3	33.3

TOTAL SAMPLE: 10		TOTAL N OF RESPONSES	YES		NO	
			N	%	N	%
8.	After learning how to use the services of the Bureau of Employment Security, has your son/daughter visited the BES office closest to home to look through job listings?	10	5	50.0	5	50.0
9.	Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment?	10	6	60.0	4	40.0
10.	Has your son/daughter made a continued effort to find a job on his/her own?	10	9	90.0	1	10.0
11.	Do you think that the Job Placement Center program has been helpful to your son/daughter?	10	8	80.0	2	20.0
12.	Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school?	10	9	90.0	1	10.0
13.	What suggestions or changes would you have for such a program? -publicize it more. -teach more about different jobs and 2 and 4 year courses offered and demand for such jobs. -to me a part-time job is at least 4 evenings and Saturday, not 9 hours every 2 weeks. -more follow-up. -more informative about specific fields of work.	4				

Number sent out 42
 Number returned 10
 Rate of response 23.8%

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

PARENT - MOON

TOTAL SAMPLE: 14	TOTAL N OF RESPONSES	YES		NO	
		N	%	N	%
1. Did your son/daughter talk with you about his/her experience with the Job Placement Center program offered at the high school?	13	13	100.0	0	0.0
2. Do you think your son/daughter found the job placement workshop informative and helpful?	13	11	84.6	2	15.4
3. Do you think that job placement assistance should include not only helping students find jobs, but also giving them information about occupations?	11	11	100.0	0	0.0
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions?	12	8	66.7	4	33.3
5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements?	12	8	66.7	4	33.3
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand, information on earnings; information about fringe benefits; and other economic information?	12	7	58.3	5	41.7
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs?	12	8	66.7	4	33.3

TOTAL SAMPLE: 14	TOTAL N OF RESPONSES	YES		NO	
		N	%	N	%
8. After learning how to use the services of the Bureau of Employment Security, has your son/daughter visited the BES office closest to home to look through job listings?	12	2	16.6	10	83.4
9. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment?	12	8	66.7	4	33.3
10. Has your son/daughter made a continued effort to find a job on his/her own?	13	10	76.9	3	23.1
11. Do you think that the Job Placement Center program has been helpful to your son/daughter?	13	10	76.9	3	23.1
12. Do you think that a program like the Job Placement Center should be a part of the educational activities offered at your school?	14	12	85.7	2	14.3
13. What suggestions or changes would you have for such a program? -like to see job placement expanded in 12th grade. information as to specific careers, occupations should be available at 9th grade level to enable them to make a career choice and develop their academic program accordingly. -more sessions or a longer one at the Pittsburgh center. -try to show some on the job work. -waste of time for my daughter and your staff. -more thorough screening of employers. -discontinue it. -publicize it more and get more people (not only students) involved in the program. -give more economic information and information about the Bureau of Employment Security. -show an interest in what type of work the student wants. -have more informative meetings. -give more information on kinds of jobs available.	8				

Number sent out 30
 Number returned 14
 Rate of response 46.7%

EMPLOYER

61

TOTAL SAMPLE: 2	TOTAL N OF VERY IMPORTANT RESPONSES						NOT IMPORTANT			
	5		4		3		2		1	
	N	%	N	%	N	%	N	%	N	%
five outlook of occupations and demand; information about earnings; information about fringe benefits; and other economic information.										
7. Providing students with information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	2	100.0	0	0.0	1	50.0	0	0.0	0	0.0

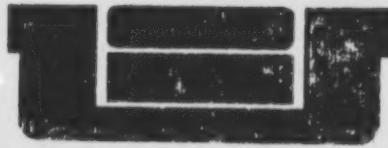
TOTAL SAMPLE: 2	TOTAL N OF RESPONSES	YES		NO	
		N	%	N	%
8. Will you hire a student or graduate referred to you through the Job Placement Center?	2	1	50.0	1	50.0
9. If yes, answer the next two questions: Have you been satisfied with that employee's performance?	1	1	100.0	0	0.0
10. Has the Job Placement Center been in touch with you about the quality of that employee's performance?	1	0	0.0	1	100.0
11. Would you list subsequent job openings with the Job Placement Center?	2	2	100.0	0	0.0
12. Would you recommend the Job Placement Center to other employers as a service to fill employment needs?	2	2	100.0	0	0.0
13. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in high school?	2	2	100.0	0	0.0
14. What suggestions or changes would you have for such a program?	0				

APPENDIX H

IN-CENTER EVALUATION FORMS

STUDENT INTRODUCTORY LETTER
STUDENT EVALUATION QUESTIONNAIRE
PARENT INTRODUCTORY LETTER
PARENT EVALUATION QUESTIONNAIRE
EMPLOYER INTRODUCTORY LETTER
EMPLOYER EVALUATION QUESTIONNAIRE
COUNSELOR INTRODUCTORY LETTER
COUNSELOR EVALUATION QUESTIONNAIRE

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center - Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear

Thank you for participating in the Job Placement Center program at the Intermediate Unit. We hope that you've found the program helpful.

In order to continue helping you and other students receive the best services we can offer, we would like to know how you felt about the services you did receive from our program.

Enclosed is a questionnaire we would like you to look over, think about, and then fill out to return to us. We have provided a stamped, self-addressed envelope for you to use in mailing this back to us. Since it is very important to hear from you, would you please mail the completed questionnaire back to us by June 15, 1977?

We are keeping your cards on file until the Job Placement Center finds you a job, or you obtain employment through your own efforts. Don't forget - keep in touch and let us know how you're doing. Our new telephone number is 323-5754.

Sincerely,

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 1

We are asking each secondary student or recent graduate who participated in the Job Placement Center program at the Intermediate Unit to rate the services that were received. We would appreciate your honest reactions as to how helpful the Job Placement Center has been to you.

First, please mark your answers to the following two statements:

1. When I participated in the Job Placement Center program, I was ____ a high school student, ____ a high school graduate.
2. I wanted the Job Placement Center to help me find ____ a part-time job, ____ a full-time job.

Now, rate the Job Placement Center on each of the following services. To answer, first read each item carefully, then circle the number on the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
1. Gave you an opportunity to learn more about yourself and your career goals.	5	4	3	2	1
2. Gave you thorough instruction in completing employment applications.	5	4	3	2	1
3. Gave you thorough instruction in writing a resume and cover letter.	5	4	3	2	1
4. Gave you thorough instruction in reading and understanding help-wanted ads.	5	4	3	2	1
5. Gave you instruction about how to go to a job interview.	5	4	3	2	1
6. Gave you the opportunity to practice being at a job interview.	5	4	3	2	1
7. Gave you the opportunity to discuss how to keep a job.	5	4	3	2	1
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	5	4	3	2	1
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	5	4	3	2	1
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	5	4	3	2	1

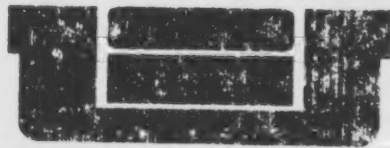
	Excellent		Fair		Poor
11. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
12. Gave you information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1
13. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	5	4	3	2	1
14. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "YES" or "NO".

15. After learning how to use the services of the Bureau of Employment Security, have you visited the BES office closest to your home to look through the job listings?
Yes _____ No _____
16. Has the Job Placement Center referred you to any job openings? Yes _____ No _____
17. Have you gotten a job through your own efforts? Yes _____ No _____
18. Has the Job Placement Center staff kept in touch with you to check any progress you have made in finding a job? Yes _____ No _____
19. Have you contacted the Job Placement Center staff to notify them of your progress in finding a job? Yes _____ No _____
20. Do you think the Job Placement Center program has been helpful to you?
Yes _____ No _____
21. Would you recommend the Job Placement Center program to your friends?
Yes _____ No _____

22. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in your school? Yes _____ No _____
23. What suggestions would you have for such a program?

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear

During the 1976-77 school year, your child participated in the Job Placement Center program at the Allegheny Intermediate Unit. This program is designed to prepare high school students and recent graduates for the work world, and to assist them in obtaining employment.

We are asking you to evaluate the services received from the Job Placement Center by completing the enclosed questionnaire. The results will help us to determine how beneficial the program has been, and how we could improve it. Your child will also be asked to evaluate the program, so you might want to discuss this with him or her.

Please return the completed questionnaire to the Job Placement Center no later than June 15, 1977. A stamped, self-addressed envelope has been provided for your convenience.

Thank you for giving your time to this evaluation.

Sincerely,

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 2

We are asking the parents or guardians of each student who participated in the Job Placement Center program at the Intermediate Unit to rate the services that were received. We would appreciate your honest reactions as to how helpful the Job Placement Center has been to your son or daughter.

Please answer each of the following questions by checking "YES" or "NO".

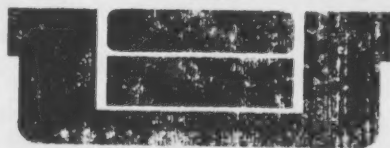
1. Did your son/daughter talk with you about his/her experience with the Job Placement Center program? Yes ☐ No ☐
2. Do you think your son/daughter found the job placement workshop informative and helpful? Yes ☐ No ☐
3. Do you think that job placement assistance should include giving students information about occupations, as well as helping them find jobs? Yes ☐ No ☐
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions? Yes ☐ No ☐
5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements? Yes ☐ No ☐
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information? Yes ☐ No ☐
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs? Yes ☐ No ☐
8. After learning how to use the services of the Bureau of Employment Security, has your son/daughter visited the BES office closest to home to look through job listings? Yes ☐ No ☐
9. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment? Yes ☐ No ☐
10. Has your son/daughter made a continued effort to find a job on his/her own? Yes ☐ No ☐
11. Do you think that the Job Placement Center program has been helpful to your son/daughter? Yes ☐ No ☐

(OVER)

12. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in your district's high school? Yes ☐ No ☐

13. What suggestions would you have for such a program?

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center - Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear

During this past school year, you were contacted by one of the staff of the Job Placement Center who explained the program and inquired about possible employment openings for high school students and recent high school graduates. Since you listed an employment opening with the Job Placement Center, we are asking you to evaluate the services you received via the enclosed questionnaire. Please return it to the Job Placement Center no later than June 15, 1977. A stamped, self-addressed envelope has been enclosed for your convenience.

I would like to take this opportunity to thank you not only for giving your time to this evaluation, but also for your attention when the Job Placement Center program was explained. It is my hope that you will continue to list with the Center employment openings for which a high school student or recent high school graduate can qualify.

Again, many thanks.

Sincerely,

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 3

We are asking employers who have listed openings with the Job Placement Center program to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center met your employment needs.

Please rate the Job Placement Center program on each of the following services. Please read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
1. In contacting you about possible job openings, provided you with a sufficient and clear understanding of the purpose of the Job Placement Center program.	5	4	3	2	1
2. Provided you with a brochure that sufficiently explained the purpose and operation of the Job Placement Center program.	5	4	3	2	1
3. Referred to you a sufficient number of students or graduates that there was a variety of applicants from which to select an employee.	5	4	3	2	1

Please rate how important a part of a job placement program you think each of the following statements should be.

	Very Important				Not Important
4. Providing students with descriptive information about occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
5. Providing students with information on occupational requirements, such as: personal requirements such as interests, aptitudes and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1
6. Providing students with economic information about occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information about earnings; information about fringe benefits; and other economic information.	5	4	3	2	1

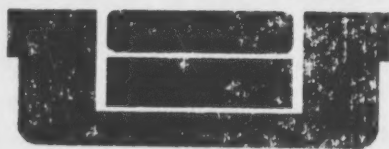
(OVER)

	Very Important			Not Important	
7. Providing students with information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "YES" or "NO".

8. Did you hire a student or graduate referred to you through the Job Placement Center?
Yes _____ No _____
9. If yes, answer the next two questions:
Have you been satisfied with that employee's performance? Yes _____ No _____
Has the Job Placement Center been in touch with you about the quality of that employee's performance? Yes _____ No _____
11. Would you list subsequent job openings with the Job Placement Center? Yes _____
No _____
12. Would you recommend the Job Placement Center to other employers as a service to fill employment needs? Yes _____ No _____
13. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in high school? Yes _____ No _____
14. What suggestions or changes would you have for such a program?

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center - Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear

During the 1976-77 school year, you referred students and recent graduates to the Job Placement Center program at the Allegheny Intermediate Unit. We are asking you to evaluate, via the enclosed questionnaire, the performance of the staff and the services received from the program. Please return the questionnaire no later than June 15, 1977. A stamped, self-addressed envelope has been provided for your convenience.

Thank you for giving your time and attention to this evaluation. As always, it is a pleasure to serve you and your students. Best wishes for an enjoyable summer vacation.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Cava'.

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

Form 4

We are asking each counselor who referred students or graduates to the Job Placement Center to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center served as an auxiliary counseling aid, and met the needs of the students or graduates you referred.

Please answer each of the following questions by checking "YES", "NO", or "DON'T KNOW".

1. Were you provided with sufficient, clear and complete information about the operation of the Job Placement Center, through the use of posters, brochures and other printed material? Yes _____ No _____ Don't Know _____
2. Were the students you referred scheduled promptly? Yes _____ No _____ Don't Know _____
3. Did the students you referred give you feedback about their experiences at the Job Placement Center? Yes _____ No _____ Don't Know _____
4. Do you think the students you referred found the job placement workshop informative and helpful? Yes _____ No _____ Don't Know _____
5. Do you think the Job Placement Center gave the students you referred descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions? Yes _____ No _____ Don't Know _____
6. Do you think the Job Placement Center gave the students you referred information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements? Yes _____ No _____ Don't Know _____
7. Do you think the Job Placement Center gave the students you referred economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information? Yes _____ No _____ Don't Know _____
8. Were you informed about the participation of the students you referred in the program's activities, and about job referrals that were made for them? Yes _____ No _____ Don't Know _____
9. Did you find the written reports on those that you referred helpful? Yes _____ No _____ Don't Know _____
10. Do you think the Job Placement Center staff has shown continued interest in helping the students you referred to find employment? Yes _____ No _____ Don't Know _____
11. Did the Job Placement Center staff make themselves available to you when needed? Yes _____ No _____ Don't Know _____

(OVER)

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12. Would you recommend the Job Placement Center to other counselors as an auxiliary aid?
Yes _____ No _____ Don't Know _____
13. Would you refer students or graduates in the future, if the Job Placement Center program is continued? Yes _____ No _____ Don't Know _____
14. In the space provided below, please write any comments that you wish to make about the Job Placement Center program.

APPENDIX I
IN-CENTER EVALUATION RESULTS

STUDENT RESULTS
PARENT RESULTS
EMPLOYER RESULTS
COUNSELOR RESULTS

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

FORM 1

In-House Students

Total Sample: 31	Total N of Responses	Excellent 5	4	Fair 3	2	Poor 1
		N %	N %	N %	N %	N %
1. Gave you an opportunity to learn more about yourself and your career goals.	31	2 6.45	14 45.16	12 38.71	3 9.68	0 0.00
2. Gave you thorough instruction in completing employment applications	31	17 54.84	14 45.16	0 0.00	0 0.00	0 0.00
3. Gave you thorough instruction in writing a resume and cover letter.	31	10 32.26	15 48.39	6 19.35	0 0.00	0 0.00
4. Gave you thorough instruction in reading and understanding help-wanted ads.	31	14 45.16	11 35.48	5 16.13	1 3.23	0 0.00
5. Gave you instruction about how to go to a job interview.	31	23 74.19	5 16.13	3 9.68	0 0.00	0 0.00
6. Gave you the opportunity to practice being at a job interview.	31	22 70.97	6 19.35	1 3.23	0 0.00	2 6.45
7. Gave you the opportunity to discuss how to keep a job.	30	3 10.00	10 33.33	15 50.00	2 6.67	0 0.00

	Total N of Responses	Excellent 5		4		Fair 3		2		Poor 1	
		N	%	N	%	N	%	N	%	N	%
8. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	31	20	64.52	6	19.35	3	9.68	2	6.45	0	0.00
9. Gave you the opportunity to learn how to use the services and read the job listings provided by the Bureau of Employment Security.	30	15	50.00	12	40.00	2	6.67	1	3.33	0	0.00
10. Gave you sufficient preparation in finding a job so that you could look for one on your own.	31	9	29.03	17	54.84	5	16.13	0	0.00	0	0.00
11. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	30	6	20.00	9	30.00	9	30.00	5	16.67	1	3.33
12. Gave you information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	30	7	23.33	8	26.67	11	36.67	2	6.67	2	6.67

	Total N of Responses	Excellent 5		4		Fair 3		2		Poor 1	
		N	%	N	%	N	%	N	%	N	%
13. Gave you economic information about specific occupations, such as number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	30	3	10.00	9	30.00	10	33.33	3	10.00	5	16.67
14. Gave you information about programs of study in two-or four-year colleges, about apprenticeships, or about career and technical training programs.	30	4	13.33	10	33.33	11	36.67	2	6.67	3	10.00

		YES		NO	
		N	%	N	%
15. After learning how to use the services of the Bureau of Employment Security, have you visited the BES office closest to your home to look through the job listings?	29	6	20.69	23	79.31
16. Has the Job Placement Center referred you to any job openings?	30	10	33.33	20	66.67
17. Have you gotten a job through your own efforts?	29	11	37.93	18	62.07
18. Has the Job Placement Center staff kept in touch with you to check any progress you have made in finding a job?	29	8	27.59	21	72.41

	Total N of Responses	YES		NO	
		N	%	N	%
19. Have you contacted the Job Placement Center staff to notify them of your progress in finding a job?	30	4	13.33	26	86.67
20. Do you think the Job Placement Center program has been helpful to you?	30	27	90.00	3	10.00
21. Would you recommend the Job Placement Center to your friends?	28	27	96.43	1	3.57
22. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in your school?	29	27	93.10	2	6.90
23. What suggestions would you have for such a program?	6				

Sample of comments:

- I would suggest that such a program as this involve the student before their senior year.
- There should be more career and college information
- I think you should make it less boring.
- Give an accurate understanding of the program.

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

FORM 2

IN-HOUSE PARENTS

Total Sample: 25

Total N of
Responses

YES

NO

		N	%	N	%
1. Did your son/daughter talk with you about his/her experience with the Job Placement Center program?	25	23	92.00	2	8.00
2. Do you think your son/daughter found the job placement workshop informative and helpful?	24	23	95.83	1	4.17
3. Do you think that job placement assistance should include giving students information about occupations, as well as helping them find jobs?	24	22	91.67	2	8.33
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions?	25	17	68.00	8	32.00
5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements?	24	17	70.83	7	29.17
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information?	23	13	56.52	10	43.48

Total N of
Responses

YES

NO

	N	%	N	%
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs?	24	17 70.83	7 29.17	
8. After learning how to use the services of the Bureau of Employment Security, has your son/daughter visited the BES office closest to home to look through job listings?	23	5 21.74	18 78.26	
9. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment?	24	10 41.67	14 58.33	
10. Has your son/daughter make a continued effort to find a job on his/her own?	25	23 92.00	2 8.00	
11. Do you think that the Job Placement Center program has been helpful to your son/daughter?	23	19 82.61	4 17.39	
12. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in your district's high school?	24	18 75.00	6 25.00	

13. What suggestions would you have for such a program?

Sample of Comments:

- You should also involve the parents. Give an open meeting to meet with the staff and talk to them so they will know what is going on.
- Consideration might be given to providing transportation to the Center. This could be a method of providing better and higher volume of attendance.
- I think the program is too general as it is and should deal more with specifics.
- Job Placement Center education should start as early as the ninth grade, then the students could learn what special subjects or classes they would have to take.
- The same as this one.
- Program should be heavily advertised within the school.

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

FORM 3

EMPLOYERS

Total Sample: 5

	Total N of Responses	Excellent 5		4		Fair 3		2		Poor 1	
		N	%	N	%	N	%	N	%	N	%
1. In contacting you about possible job openings, provided you with a sufficient and clear understanding of the purpose of the Job Placement Center program.	5	0	0.00	4	80.00	1	20.00	0	0.00	0	0.00
2. Provided you with a brochure that sufficiently explained the purpose and operation of the Job Placement Center program.	5	1	20.00	2	40.00	1	20.00	1	0.00	1	20.00
3. Referred to you a sufficient number of students or graduates that there was a variety of applicants from which to select an employee.	5	1	20.00	1	20.00	1	20.00	2	40.00	0	0.00

		Very Important 5		4		3		2		Not Important 1	
		N	%	N	%	N	%	N	%	N	%
4. Providing students with descriptive information about occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	80.00	1	20.00	0	0.00	0	0.00	0	0.00

5. Providing students with information on occupational requirements, such as: personal requirements such as interests, aptitudes and abilities; preparation requirements such as school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.

Total N of Responses	Very Important 5		4		3		2		Not Important 1	
	N	%	N	%	N	%	N	%	N	%
5	4	80.00	1	20.00	0	0.00	0	0.00	0	0.00

6. Providing students with economic information about occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information about earnings; information about fringe benefits; and other economic information.

5	2	40.00	0	0.00	3	60.00	0	0.00	0	0.00
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7. Providing students with information about programs of study in two-or four-year colleges, about apprenticeships, or about career and technical training programs.

5	3	60.00	2	40.00	0	0.00	0	0.00	0	0.00
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8. Did you hire a student or graduate referred to you through the Job Placement Center?

	YES		NO	
	N	%	N	%
5	2	40.00	3	60.00

9. If yes, answer the next two questions:
Have you been satisfied with that employee's performance?

2	2	100.00	0	0.00
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	Total N of Responses	YES		NO	
		N	%	N	%
10. Has the Job Placement Center been in touch with you about the quality of that employee's performance?	2	1	50.00	1	50.00
11. Would you list subsequent job openings with the Job Placement Center?	5	5	100.00	0	0.00
12. Would you recommend the Job Placement Center to other employers as a service to fill employment needs?	5	5	100.00	0	0.00
13. Do you think that a program like the Job Placement Center should be a part of the educational activities offered in high school?	5	5	100.00	0	0.00

14. What suggestions or changes would you have for such a program?

- Emphasis should be placed on the applicant keeping appointments, or at least, cancelling those appointments.
- Follow-up through with a letter to see if the job was filled, and why an applicant was not suitable.

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE

FORM 4

COUNSELORS

Total Sample: 25

Total N of
Responses

YES

NO

Don't
Know

		N	%	N	%	N	%
1. Were you provided with sufficient, clear and complete information about the operation of the Job Placement Center, through the use of posters, brochures, and other printed material?	25	25	100.00	0	0.00	0	0.00
2. Were the students you referred scheduled promptly?	25	24	96.00	1	4.00	0	0.00
3. Did the students you referred give you feed-back about their experiences at the Job Placement Center?	25	19	76.00	6	24.00	0	0.00
4. Do you think the students you referred found the job placement informative and helpful?	24	20	83.33	0	0.00	4	16.67
5. Do you think the Job Placement Center gave the students you referred descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions?	24	16	66.67	0	0.00	8	33.33
6. Do you think the Job Placement Center gave the students you referred information about specific occupations, such as: personal requirements such as interests, aptitudes, and abilities; preparation requirements like school courses and subjects, licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements?	24	14	58.33	0	0.00	10	41.67

	Total N of Responses	YES		NO		Don't Know	
		N	%	N	%	N	%
7. Do you think the Job Placement Center gave the students you referred economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information?	24	9	37.50	0	0.00	15	62.50
8. Were you informed about the participation of the students you referred in the program's activities, and about job referrals that were made for them?	24	15	62.50	9	37.50	0	0.00
9. Did you find the written reports on those that you referred helpful?	17	12	70.59	2	11.76	3	17.65
10. Do you think the Job Placement Center staff has shown continued interest in helping the students you referred to find employment?	24	15	62.50	2	8.33	7	29.17
11. Did the Job Placement Center staff make themselves available to you when needed	24	23	95.83	0	0.00	1	4.17
12. Would you recommend the Job Placement Center to other counselors as an auxiliary aid?	24	22	91.67	0	0.00	2	8.33
13. Would you refer students or graduates in the future, if the Job Placement Center program in continued?	24	23	95.83	0	0.00	1	4.17
14. In the space provided below, please write any comments that you wish to make about the Job Placement Center program.							

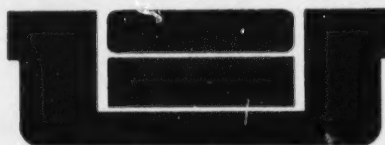
Sample of comments:

- I feel the counseling and attention given my students was excellent. I just wish my own counselors weren't so apathetic.
- I would be happy to hear that one of my students received a job.
- Thanks for the help. There is a definite need for the services offered by the Job Placement Center.
- The feedback to counselors part of the program needs to be improved.
- Transportation to the Center from Clairton is a problem. Otherwise I really appreciate the time and effort you have given to our students.

APPENDIX J
1975-76 FOLLOW-UP EVALUATION

INTRODUCTORY LETTER
EVALUATION QUESTIONNAIRE
EVALUATION RESULTS

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 - Two Allegheny Center Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

STUDENT CAREER PLANNING CENTER

Dear

During the 1975-76 school year, you participated in the Job Placement Center program at the Allegheny Intermediate Unit. Now, one year later, we would like to know how helpful the activities of the Job Placement Center program were in preparing you for finding and keeping employment.

We are asking you to help us evaluate the long-range effectiveness of the program. Enclosed is a questionnaire we would like you to look over, think about, and then fill out to return to us. We have provided a stamped, self-addressed envelope for you to use in mailing this back to us. Since it is very important to hear from you, would you please mail the completed questionnaire back to us no later than June 15, 1977?

Thank you very much for giving your time to this questionnaire.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen Cava', is written above the typed name.

Karen Cava,
Project Director
Job Placement Center

Job Placement Center Evaluation Questionnaire

Follow-Up

We are asking persons who participated in the Job Placement Center program at the Intermediate Unit during the 1975-76 school year to rate the effectiveness of the Center's activities. We would appreciate your honest reactions as to how helpful the Job Placement Center has been to you.

Please answer the following questions by checking "YES", "SOMEWHAT", or "NO".

1. Did the Job Placement Center provide you with sufficient, clear, and complete information regarding how to fill out employment applications, write a resume, and read the help-wanted ads? YES ____ SOMEWHAT ____ NO ____
2. Did the Job Placement Center provide you with sufficient information and practice about how to go to a job interview? YES ____ SOMEWHAT ____ NO ____
3. Were the notifications you received from the Job Placement Center concerning possible job openings useful to you? YES ____ SOMEWHAT ____ NO ____
4. Have you kept in touch with the Job Placement Center staff to notify them of your progress in finding a job? YES ____ NO ____
5. Have you visited the Bureau of Employment Security office closest to your home to look through job listings? YES ____ NO ____
6. In retrospect, do you think the Job Placement Center prepared you for finding and keeping a job? YES ____ SOMEWHAT ____ NO ____
7. Are you currently employed? YES ____ NO ____
If yes, what kind of job do you hold?
8. What additional information or activities would you have liked the Job Placement Center to provide for you?

JOB PLACEMENT CENTER EVALUATION QUESTIONNAIRE
FOLLOW-UP
1975-76 PARTICIPANTS

Total Sample: 42	Total N of Responses	YES		SOMEWHAT		NO	
		N	%	N	%	N	%
1. Did the Job Placement Center provide you with sufficient, clear, and complete information regarding how to fill out employment applications, write a resume and read the help-wanted ads?	42	34	80.95	5	11.90	3	7.14
2. Did the Job Placement Center provide you with sufficient information and practice about how to go to a job interview?	42	29	69.05	10	23.81	3	7.14
3. Were the notifications you received from the Job Placement Center concerning possible job openings useful to you?	40	8	20.00	15	37.50	17	42.50
4. Have you kept in touch with the Job Placement Center staff to notify them of your progress in finding a job?	42	4	9.52	0	0.00	38	91.48
5. Have you visited the Bureau of Employment Security office closest to your home to look through job listings?	42	10	23.91	0	0.00	32	76.19
6. In retrospect, do you think the Job Placement Center prepared you for finding and keeping a job?	42	14	33.33	22	52.38	6	14.29
7. Are you currently employed?	42	29	69.05	0	0.00	13	30.95
8. What additional information or activities would you have liked the Job Placement Center to provide for you?	5						

Samples of Comments: It would have been interesting if a real interviewer came for the practice interview.
 Have more up-to-date movies
 Make up a wallet-size card with steps for finding a job.
 The Center should have had more full-time job openings.
 Go into more detail about private employment agencies